

CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: School Nutrition Sponsors

FROM: Maureen B. Staggenborg, Acting Chief
Bureau of Adult Education and Nutrition Programs

DATE: January 30, 2004

SUBJECT: **Operational Memorandum #09-04**
I. National School Lunch Program Reimbursement (NSLP) and Commodity Food Processing and Administrative Fee Charges
II. Reimbursement Check Identification

- I. Payments due to the Department of Administrative Services (DAS) for processing and administrative fees, related to receipt of commodity foods, have been subtracted from the November NSLP reimbursement checks. The attached report provides a breakdown of the calculated NSLP reimbursement payment due for that month, the amounts billed by DAS, the adjusted payment and/or the unadjusted amount that will be subtracted from subsequent NSLP reimbursement checks. This information is provided for accounting purposes. If there are questions regarding the amount billed by DAS they should be directed to Michael Owsianko from the DAS office at 860-713-5147. If there are questions regarding the calculated NSLP reimbursement amounts they may be directed to Avis Kelly at the Office of Child Nutrition 860-807-2078.
- II. The financial system used in the payment of NSLP reimbursement checks was changed on July 1, 2003. Under the new system the check codes that identify the payments were changed. The changes are listed below for your information and assistance in identifying Child Nutrition payments.

<u>Program</u>	<u>Old identification Code</u>	<u>New Identification Code</u>
National School Lunch	520	20560
School Breakfast	503	20508
Special Milk	501	20500
State School Breakfast	732	17046
State Match	608	16072

The new identification codes will appear as the second set of five digits on the check invoice stub.

Enclosures

IMPORTANT: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. An electronic copy may be requested from the Child Nutrition staff.